



Utah State Board of Education

Utah PRIME Pilot Program - Grant & Application Information

Cohort: Fall 2021 - Spring 2022

Utah PRIME Pilot Program Applications Due: Friday, April 2, 2021 by 5:00 PM (MST)
(the deadline may be adjusted, based on legislative funding approval)

The Utah PRIME Pilot Program **application includes two separate parts**, which are due by the deadline above:

1) Google Doc Application ([found later in this document](#))

AND

2) Utah Grants Budget Application ([Utah Grants link](#))

Fast Facts for Submitting a Competitive Application

General Information

[House Bill 336](#) and [Board Rule R277-721](#) establish the Utah PRIME Pilot Program, an opportunity for students to earn their first credentials while still in high school. Utah PRIME increases opportunities for all students to participate in advanced courses (Concurrent Enrollment [CE] and Career and Technology Education [CTE]) courses prior to postsecondary schooling, which opens doors for Utah students while supporting the transition to higher education. The program grant offers financial support for a minimum of 8 LEAs to increase availability and promote advanced coursework for all students.

Award Information

- Estimated available funds: \$800,000
- Estimated number of awards: a minimum of 8 LEAs (up to \$100,000 per LEA)
- Estimated initial project period: July 1, 2021 through June 30, 2022
- Program activities may begin only after receipt of an official award through the Utah Grants Management System with USBE. This is anticipated to be July 1, 2021.

Requirements

To be considered, the Utah State Board of Education must receive a completed application, which includes the two separate components: a "Google Doc Application" section and a "Utah Grants Budget" section (Google Doc Application found later in this document; Utah Grants link listed above). A completed application must include all necessary information, including documents attached and the assurances section of the application signed and dated. The USBE will not consider applications that are missing required documentation.

Deadline

The completed application must be submitted no later than **April 2, 2021 at 5:00 PM MST**. A completed application must include all necessary documents attached. The USBE will not consider applications that do not meet the submission deadline.

Optional Application Program Overview Video

- The video will overview the PRIME program and provide step-by-step explanation of the application process
- [Link to Video](#) - *Recording will also be posted on the agency website*

Questions Regarding the Program/Application May Be Directed to:

Christy Schreck
Early College Specialist
Teaching and Learning
Utah State Board of Education
Phone: (801) 538-7935
christy.schreck@schools.utah.gov

Jonathan Frey
CTE Coordinator
Career and Technical Education
Utah State Board of Education
Phone: (801) 538-7852
jonathan.frey@schools.utah.gov

Part I: Utah PRIME Program Overview

Background

Currently, many Utah students are ready to engage in Concurrent Enrollment and CTE coursework before they graduate from high school, but the options they would like to pursue are not available to them through their school. Utah PRIME empowers LEAs to provide course offerings to students that were formerly unavailable, while being aligned with the local community's areas of need.

The objective of the grant program is to expand opportunities for LEAs who offer limited Concurrent Enrollment and/or CTE classes to augment their class offerings and increase enrollment opportunities for each and every student. Funding would be used to establish CTE pathways, Concurrent Enrollment offerings and enrollment, and/or recruiting students into the programs (both in person and digital delivery models for distance learning programs).

There are three different levels of certificates in the Utah PRIME Pilot Program ([see the Utah PRIME Infographic](#)). Each credential offers students options in Concurrent Enrollment and/or CTE classes.

1. In the Launch level, students will earn 6 Concurrent Enrollment credits, a CTE Industry Certification, and complete a Plan for College and Career Readiness (PCCR).
2. In the Discover level, students will earn 15 additional Concurrent Enrollment credits or complete a CTE Pathway (3 high school credits).
3. In the Transform level, students will earn a General Education Agreement (a General Education Certificate) or a CTE Institutional Credential (30 Concurrent Enrollment credits or 900 hours of CTE course time at a Utah Technical College).

Outcomes

This grant will make it possible for students to have course pathways available to them, which allows for the earning of a General Education Certificate Letter of Completion that is transferable across Utah Institutions of Higher Education. Additionally, this will make it possible for students to earn industry certifications through CTE course sequence pathways in high school and local technical colleges preparing them for employment opportunities after graduation.

The intended outcomes will be to increase:

1. intentional CE courses completed by the pilot program,
2. CE courses being offered,
3. CTE pathway completers,
4. high school students completing technical education programs, and
5. student graduations (a capstone goal of increasing student enrollment in college and/or technical college programs after graduation).

Award Information

- Estimated available funds: \$800,000

- Estimated number of awards: a minimum of 8 LEAs (up to \$100,000 per LEA)
- Estimated initial project period: July 1, 2021 through June 30, 2022
- Program activities may begin only after receipt of an official award through the Utah Grants Management system with USBE. This is anticipated to be July 1, 2021.
- Program funds will be discontinued, at the discretion of USBE, if appropriate progress has not been made toward program goals.

Note: USBE is not bound by any estimates in this application.

Part II: Grant Application Information

Eligibility Requirements

In order to be considered eligible for the Utah PRIME Pilot Program, LEAs must already have in place (or be able to offer with the assistance of this grant) Concurrent Enrollment and CTE coursework that meets the requirements for the Launch, Discover, and Transform certificates. LEAs are required to work with the Utah System of Higher Education degree-granting institutions and technical colleges to facilitate the accessibility of this coursework. Additionally, LEAs need to establish/expand digital delivery models for distance learning programs to provide access to Concurrent Enrollment and/or CTE.

Application Requirements

To be considered, the Utah State Board of Education must receive a completed application, which includes the two separate components: a “Google Doc Application” section and a “Utah Grants Budget” section (Google Doc Application found later in this document; Utah Grants link listed above). A completed application must include all necessary information, including documents attached and the assurances section of the application signed and dated.

The USBE will not consider applications that are missing required documentation.

In submitting an application, LEAs agree to the stipulations below:

- The Utah State Board of Education reserves the right to reject any application received if it is determined the proposal does not meet the specifications outlined in the application;
- The Utah State Board of Education reserves the right to reject any application received if funds should be limited for any reason;
- The Utah State Board of Education is the final approving authority for all reports and products occurring as integral parts of any funding agreement resulting from the application; and
- All documents, reports, records, field notes, data, and materials of any kind resulting from this application become the property of the Utah State Board of Education

Application Deadlines

The completed application is due by **April 2, 2021 at 5:00 PM MST**. All completed submissions will be confirmed with a receipt email from USBE for the “Google Doc Application” section and an email from Utah Grants for the “Utah Grants Budget” section within 36 hours. It is the responsibility of the LEA to follow up to confirm any missing email receipts from the application, prior to the articulated due date.

The USBE will not consider applications that do not meet the submission deadline.

Disclosure of Funding

This Utah PRIME Pilot Program was funded during the 2020 legislative session; however, the money was rescinded due to economic constraints. A business case is being brought before the 2021 legislative session, with anticipation of fully supporting the pilot program. In case of non-funding, the Utah State Board of Education reserves the right to terminate any contract at any time.

Application Review and Selection Process

The Utah State Board of Education will evaluate each completed grant application received. Applications for this grant program will be initially scored by an expert committee. Applications will be scored and ranked by the quality of the LEAs overall budget and application. The highest scoring applications will be recommended for final approval. An award is not final unless approvals are given at each level, and no funds may be expended prior to final approval.

If a conditional approval is recommended, a letter will be sent to the applicant, setting forth a list of conditions that must be met for the application approval. Application amendments must be submitted and contain the recommended changes or explanations of how the applicant will meet these conditions. Upon review and approval of the applications and amendments, and if monies are available, the applicant may be approved for funding.

Cancellation of Grants

The Utah State Board of Education reserves the right to terminate any contract at any time if:

- The recipient demonstrates fiscal irresponsibility as defined by the Utah State Board of Education;
- The recipient fails to perform in accordance with the conditions of the application and/or grant;
- The recipient fails to perform in accordance with the application and any negotiated modifications; or
- The terms and conditions under which the application was approved change and the applicant cannot fulfill the need, goals, objectives, and/or population to be served.

Application Overview

The Utah PRIME application includes two separate components: a “Google Doc Application” section and a “Utah Grants Budget” section (Google Doc Application found later in this document; Utah Grants link listed above). A completed application must include all necessary information, including documents attached and the assurances section of the application signed and dated. **The USBE will not consider applications that are missing required documentation.**

To help facilitate a smooth application process, USBE will provide a video, which includes an overview of the PRIME program and provide step-by-step explanation of the application process. [Link to Video](#) **Recording is also posted on the agency website.*

This application consists of four sections:

- A) LEA Information
- B) Program Narrative
- C) Program Budget (Justification Narrative and Actual Budget)
- D) LEA Assurances

A) LEA Applicant Information

Name of Local Education Agency (District/Charter)

Name:			
Street1:			
Street 2:			
City:		Zip Code:	

Name and contact information of person to be contacted on matters involving this application

Name:			
Title:			
Phone:		Email:	

Name and contact information of lead person authorized to oversee this program

Name:			
Title:			
Phone:		Email:	

Information about current program

Name of participating USHE degree-granting and technical education institutions:	
Number of schools participating:	
Total number of students:	
Total number of students enrolled in current CE and/or CTE classes:	
Number of students taking CE courses (those that are not aligned to CTE courses):	
Number of students taking CTE courses (including CE/CTE courses – CTE Master Course List)	
Number of female students:	
Number of male students:	
Number of Freshman students:	
Number of Sophomore students:	
Number of Junior students:	
Number of Senior students:	
Number of students who are economically disadvantaged:	
Number of students who identify as a race or ethnicity other than white:	

Number of students who are eligible for special education services:	
Number of students who are identified as English Learners (ELs):	
Number of teachers involved in CE:	
Number of teachers involved in CTE:	

B) Program Narrative

The program narrative is where the applicant addresses the selection criteria that reviewers use to evaluate the application. Be sure to utilize the following standards:

- Double space all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions.
- Use a font that is either 12 point or larger.
- Use one of the following fonts: Times New Roman or Arial.

Please answer the following prompts/questions for the program narrative:

1) Please list all CE and CTE courses currently offered.

2) Provide a general narrative of the Utah PRIME Program that you anticipate planning, beginning, expanding or scaling, including all CE and CTE courses (including technical college offerings) the LEA anticipates adding with the grant funding (be sure your offering of CE and CTE courses meet the requirements for Launch, Discover, and Transform Credentials). Please include how your LEA intends to measure the outcomes of the Utah PRIME Pilot Program.

<Limit of 1,000 words>

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3) How does the Utah PRIME Program align with your current LEA strategic plan and the Portrait of a Graduate (POG)? You are encouraged to address both successful alignments and current challenges.

<Limit of 250 words>

4) Describe any current or planned partnerships with USHE degree-granting and technical education institutions for the Utah PRIME Program?

<Limit of 250 words>

5) Based on your school's demographics, identify 1 or more student groups that your LEA will focus on increasing accessibility for the CE/CTE classes. In assessing these subgroups, briefly describe the gaps and barriers that exist for these underrepresented students.

<Limit of 250 words>

6) Based on those gaps and barriers, how will your LEA increase access for these underrepresented students? Please provide a detailed plan of implementation that includes current gaps to be addressed (access, equity, quality support, and/or sustainability in the program).

<Limit of 500 words>

7) Share how your LEA intends to engage all parents so that students and parents understand the opportunities available through the Utah PRIME Pilot Program.

<Limit of 250 words>

8) Use the table below to show how you intend to measure the outcomes of your Utah PRIME Pilot Program. Be sure to include at least one measurement of student growth and proficiency. All outcomes should always be disaggregated by subgroups. **(Remove sample indicators and replace with your own)**

	Program Quality Indicators (Remove sample indicators and replace with your own)	Tool(s) and Measure(s)
Leading Indicator(s) <i>During implementation</i>	<u>Sample Indicators</u> <ul style="list-style-type: none"> ● Increase in CE and CTE courses offered ● Increase number of students enrolled ● Absenteeism rates for classes ● Student surveys 	
Primary Indicator(s) <i>Once fully implemented for at least three years</i>	<u>Sample Indicators</u> <ul style="list-style-type: none"> ● Percentage of increase of students enrolled in CE courses ● Absenteeism rates for classes ● Student surveys ● Number of CE and CTE courses completed (with % increase) ● Performance data on CE and CTE Formal Assessments ● Number of students earning Launch, Discover, and/or Transform Credentials ● Number and percent of students on-track to graduate college/career ready by the end of high school ● Number of CTE pathway completers ● Number of high school students achieving technical college certificates 	
Long-Term Indicator(s) <i>Student Outcomes, relating to Post-Graduation</i>	<u>Sample Indicators</u> <ul style="list-style-type: none"> ● Student graduation rates ● Percent of students who have completed a rigorous high school curriculum as defined in R277-700 ● Percentage of student graduating in 4 years ● Percent of students earning Launch, Discover, and/or Transform Credentials ● Percent of student who are Career Pathway Completers ● Percent of student who are Career Pathway Concentrators ● Number of students achieving industry/skill certification ● Number of high school students achieving technical college certificates ● Percent of students enrolled in a 3 month to 2 year technical college ● Percent of students enrolled in 2- or 4-year college/university within two years of graduation ● Percent of students not enrolled in college who have a full-time job with benefits 	

C) Program Budget (Justification Narrative and Actual Budget)

Applicants must include a budget justification narrative and a budget for the Utah PRIME Program, detailing the cost for the pilot program. The budget should reflect the anticipated spending for the current year and must reflect the program

activities outlined in the narrative section of the application. All purchases must be allowable under state procurement processes.

- Funds from this program **cannot** be used for the following:
 - Capital outlay or building projects
 - Student enrollment (cannot be used to increase overall LEA enrollment)
 - Ongoing program costs not supported by the program after the grant funding ends (supplanting)
 - Food
 - Equipment that will be used by administrators (equipment must directly support student instruction)

Complete the Budget Justification Narrative in the space below:

Please note: The estimated initial project period is July 1, 2021 through June 30, 2022. Program activities may begin only after receipt of an official award through the Utah Grants Management system with USBE. Program funding is anticipated to be July 1, 2021.

Budget Justification Narrative: a detailing of the cost for the pilot program. The budget should reflect the anticipated spending for the current year and must reflect the program activities outlined in the narrative section of the application.
<Limit of 500 words>

Budget Worksheet

The budget form is a required element of the grant application. Justification for each of the categories shall be included in the budget narrative portion of the application. For reporting, it must include an itemized breakdown of these items and how you calculated the line items and total cost.

Description	Funding Amount
Salaries	\$
Employee Benefits	\$
Purchased Professional and Tech Services	\$
Materials & Supplies	\$
Equipment	\$
Other Purchased Services	\$
Other (not eligible for indirect costs)	\$
Total Costs	\$

D) LEA Assurances

The applicant assures the following:

- LEAs will comply with all applicable statutes and regulations in carrying out any project activities supported by Utah PRIME funds;
- LEAs are under a continuing obligation to comply with terms and conditions of the legislation, governing statutes, and Utah PRIME grant directions;
- The LEA will report annually to the Board on the Utah PRIME grant program, including:
 1. the number of students served by the program, reported by economically disadvantaged, eligible for special education services, and identified as ELs;
 2. student outcome data;
 3. number of CE/CTE courses offered;
 4. number of students enrolled in the CE/CTE courses;
 5. number of certificates earned at each level (Launch, Discover and Transform).

Authorized Representative *	Date	Title
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** Note: An authorized representative must be a person who has the authority to enter into contracts with the state and commit the organization's resources to the project.*

Final Steps:

- 1) Now that you have completed the application, email a PDF of this Google Doc application to christy.schreck@schools.utah.gov by the deadline.

- 2) Next, once Utah Grants has uploaded items on their end (we will send out an email to let you know when this is available), click on the [Utah Grants Link](#) to finish the application. In Utah Grants, you will be asked to upload this application (submit as PDF).